

ADMINISTRATIVE - INTERNAL USE ONLY

OFFICE OF INFORMATION TECHNOLOGY
12:13 PM -- 10 August 1988

STAT

NOTE TO:

FROM:

SUBJECT: Fiscal Year End Issues (FY87 and 88)

Fiannacial System Acronyms

BARS/CLAS - Budget and Accounting Resources System/Commercial
Logitic Application System

CONIF - Contract Information System

FRS - Financial Resources System

GIMS - Generalized Information Management System

GAS - General Accounting System

ICS - Inventory Control System

ORNDB - Obligation Reference Number Data Base

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Comptroller's FY87 Year-End Closing Concerns

The Office of the Comptroller had the following concerns regarding the processing of the Agency's FY87 Year-End financial systems:

- 1) Identify causes and remedies of/for computer system crashes.

OG identified the following problems and solutions:

- A) GIMS II database problems were caused by a significant increase in the number of transactions being applied to the databases.

Solution - Transfer the GIMS II processing to an IBM 3090 vice the 3084. Reconfigure the database at a larger a larger blocksize. Decrease the I/O rate by placing the data on faster drives and by reduce contention by spreading the data onto a larger number of devices.

- B) Hardware problems were identified as failures of tape drives, controllers, and communications multiplexing equipment to building.

Solution - FY 88 processing will experience a hardware freeze. Two additional tape drives will allocated to the FY-End resources. The multiplexing equipment has been replaced.

- C) Procedural and Software problems were minimal to non-existent and did not significantly impact FY87 Year End processing.

- 2) Identify, develop, and implement an exceptions report to show differences between GAS and FRS.

Solution - DG completed the task in May. The exceptions report allows OF and OL the opportunity to quickly identify discrepancies of values larger than \$1,000.00 between the ICS encumbrances and the GAS committments.

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Customer Concerns Prior to FY88 Year-End Closing Activities

The Office of the Comptroller and the Office of Finance and its B&F offices have sent forth the following points as items of concerns, to be addressed prior to FY88 Year-End processing:

- 1) System availability and reliability - perceived during problems encountered in June.
 - a) DOWNTIME - heavy use of the systems seems to slow down response times, complaints about record deadlocks (GIMS database area).

Impact - offices were not able to perform the necessary reprogramming of funds.
 - b) TAPE/DRIVES - a number of problems are attributed to tape errors.

Impact - ORNDB unavailable to users for up to 7 hours. Questions arise regarding the ability to retrieve critical financial information from tape.
 - c) PERFORMANCE - systems are available but slow, had hoped that performance would improve when FRS was moved to a faster computer.

Impact - FRS Congressional Budget Exercise took 4-5 days last October, expected improvements (to a weekend exercise) were not perceived in June, as the load of Program data into the Budget Estimate columns of FRS took 5 days.
 - d) GAS/FRS PROGRAMMERS - only one staff programmers to support GAS and FRS. 4 contractors also supporting, all in training, with a total of 18+ months of experience between them. Looking for OIT's commitment to provide an experienced GAS programmer as needed.
- 2) Timely distribution of reports to the outbuildings.

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OIT Concerns Prior to FY88 Year-End Processing

- 1) Potential for hardware problems exists:
 - a) Planned hardware maintenance scheduling
 - b) Unexpected power outages
 - c) Unexpected chilled water problems
 - d) Downtime due to excessive region size requirements
- 2) Potential conflicts between FY88 Year-End schedule and other Agency priorities.
- 3) Other Areas of concern:
 - a) IV Phase malfunctions
 - b) Hetra printer malfunctions
 - c) Line problems between buildings

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

11 August 1988 Meeting on FY 1988 Year-End Closing

FROM:

Chief, Accounts Division/OF
512 Key Bldg.

EXTENSION

NO.

DATE

5 August 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Finance
1212 Key Bldg.

8/9/88



2.

3. Director of
Information Technology

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.


S E C R E T

08/4X-88

5 August 1988

MEMORANDUM FOR: Comptroller
Director of Logistics
✓ Director of Information Technology

VIA: Director of Finance

FROM: 
Chief, Accounts Division/OF

SUBJECT: Scheduled Meeting Regarding the FY 1988 Year-End Closing

1. This memorandum is to confirm the meeting to be held at 2:00 p.m. on 11 August 1988 in room 7-C-36 Headquarters. This meeting is to review the Fiscal Year (FY) 1988 year-end closing plans and to discuss items of mutual interest related to the closing process.

2. In October 1987, after the FY 1987 year-end closing, the Comptroller convened a meeting with OF, OIT and OL representatives to review the problems encountered during the year-end closing. To make sure that these problems do not occur in September 1988, a number of measures for improvement were initiated and completed. Representatives of OF, OIT and OL have been meeting regularly during the past nine months to review our progress and plan for the upcoming FY 1988 closing. These representatives have expressed their views and concerns regarding the proposed cutoff deadlines and other related issues. For your information, attached is a brief summary of some of these concerns along with the FY 1988 Year-End Closing Schedule.

3. Also attached are obligation and commitment statistics reflecting the volume experienced to date in FY 1988 and in the final weeks of FY 1987. These statistics are provided for comparison purposes, to put the FY 1988 year-end closing process in perspective based on prior years' activity.



S E C R E T

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FY 88 YEAR-END CONCERNS

OFFICE OF THE COMPTROLLER

- Expressed concern over system availability and reliability.
- Expressed concern over the timely distribution of reports.

OFFICE OF FINANCE AND B&F OFFICES

- Concerned over system availability and reliability. Problems encountered in July are reminiscence of those that occurred last September. The following are some of the problems:

DOWNTIME - Particularly critical at end of month. Offices, Directorates and Comptroller are all querying the Financial Resource System (FRS) to determine the status and availability of funds. Due to heavy use, system response time slows down, many complaints about record deadlocks. At the end of July offices were unable to perform necessary reprogramming of funds as the system was so slow and also unavailable twice during the day.

TAPE/DRIVES - Numerous problems have been encountered that are attributed to "tape errors". These problems have caused the Obligation Reference Number Data Base (ORNDB) to be unavailable to users up to 7 hours. Problems with tapes have caused many delays in the payment of bills and may result in penalties being assessed to the components. The frequency of tape related problems calls into question the ability to retrieve critical financial information.

PERFORMANCE - When the systems are available, the most common complaint is that the system is slow. This is particularly evident when OIT loads budgetary information from one file to another in FRS. These "loads" are done four times a year and in the past have completed comfortably over a weekend, causing no loss of availability to users. The load of obligation data in connection with the FRS Congressional exercise took 4-5 days last October. We hoped that performance would improve when FRS was moved to the faster computer. However, this June when we loaded the Program data into the Budget Estimates columns of FRS, it did not complete over the weekend, and in fact took until the following Wednesday (5 days). During this time, we were slowing the system down for other user who then complained.

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FY 88 YEAR-END CONCERNS (continued)

GAS/FRS PROGRAMMERS - We are concerned about the fact that there is only one staff programmer in OIT supporting the General Accounting System (GAS) and FRS. This staff programmer is supported by four contractors, one of which is brand new, and three others who have been with us for six months, but who are still in the learning phase. In the past, there has been three staff programmers supporting GAS and one dedicated to FRS. We have been promised that the former GAS programmer will be available to assist if needed.

There must be improvements in the above, if we are to have a smoother and more reliable year-end closing.

-- OF officers are concerned over the timely distribution of reports. This is critical during both the mid-month cutoff and the last few days of the fiscal year.

X -- It is important that we test year-end closing programs and the impact of FY 88 enhancements on those programs, to allow correction of any problems before the critical closing period.

-- There is concern over the impact on year-end closing because of the turnover of personnel in key positions.

25X1

-- There is concern regarding the impact of an extended delay in opening GAS for FY 1989 business. The system has volume limitations for any one day's input. If transactions in FY 1989 are accumulated over an extended period the volume limitations will cause processing difficulties when the system is brought up to date.

OFFICE OF LOGISTICS

-- Logistics financial systems managers; OL/CONIF must meet both a 18 September (Contract requests submitted by 15 September) and a 2 October (Contract requests approved by Comptroller for processing after 15 September) deadline for recording CONIF obligations and OL/ICS must meet a 30 September deadline for recording ICS encumbrances.

-- OL must monitor CONIF input and advise OF and Comptroller if a delay in cutoff beyond 18 September is required and advise OF if a delay in cutoff beyond 2 October is required.

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FY 88 YEAR-END CONCERNS (continued)

OFFICE OF INFORMATION TECHNOLOGY

-- Concerned about the potential for hardware downtime during the critical period (6 September - 9 October). Hardware downtime can be caused by the following:

1. Scheduling of hardware maintenance - new installations and routine maintenance must be delayed during year-end period.
2. Power outages.
3. Cooling system problems caused interruption of water chillers.
4. System downtime due to processing exceeding regent size--(regent size - limitations on the amount of internal memory available at any one time).

Freeze of HW, S/W

-- Concern regarding GAS/FRS competition with other Agency priorities for - Payroll personnel dedication of hardware during the year-end processing period.

-- Other potential processing problems:

1. IV Phase malfunctions;
2. Hetra Printer malfunctions; and
3. Line problems between buildings.

S E C R E T

FY 1988 YEAR-END CLOSING SCHEDULE

- ** 31 August - Cutoff M-Year Obligations
- ** 6 September - The Status of Allotments and Property Authorization Reports will be produced daily.
- ** 9 September - B&F obligation cutoff 1800 hours for mid-month processing.
- ** 12 September - Directorates pickup Mid-Month Reports.
- ** 15 September - B&F Commitment Cutoff 1800 hours
- ** 18 September - CONIF obligation cutoff O/A 1800 hours (For Contractural Actions committed prior to 16 Sept.)
- ** 19 September - Cancel all Commitments not converted to obligations.
- ** 16-30 September - B&Fs establish commitments with prior Comptroller approval.
- ** 16 & 26 September - Supplemental Open Obligation Activity and Open Encumbrance Activity reports will produced.
- ** 30 September - ICS Cutoff, 1200 hours.
- ** 30 September - IV Phase Voucher Cutoff, 1700 hours.
- ** 1800 October 1 - B&F On-Line Obligation Adjustment Cutoff
- ** 1700 October 2 - CONIF and Data Base Obligations Cutoff
- ** 3 October - Final Commitment Zap 0001 Hours, start Month-End Processing
- ** 4/5 October - Year-End Processing
- ** 6/7 October - Load Congressional Budget

- 25X1
-
- ** 15 October - B&F Forwards Current Years Obligations Confirmations to Accounts Division by 1700 Hours.

(1) With the 15 September cutoff for the majority of commitments, we may be able to combine B&F Obligation adjustments and last CONIF obligation pass on 1 October. This, combined with a successful two day loading of the Congressional Budget, there is a possibility that the DataBase could be open for FY 89 activities on 7 October 1988.

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